



**Clarion University**  
**Graduate Assistant Position - Residence Life Services**

The Graduate Assistant for Residence Life is a 9-month live in position. The compensation includes an hourly rate of \$12.00 with a maximum of 18.75 hours during the fall and spring academic semesters as well as a meal plan. The Graduate Assistant for Residence Life will also work up to 30 weeks per academic year. No tuition waiver is available.

This position reports to the Director of Residence Life Services and an Area Coordinator to work to positively to enhance the communities in designated residence halls. The Graduate Assistant will supervise up to nine student Community Assistants and co-advise Interhall Hall Council.

**General Responsibilities**

1. Aid in addressing concerns of the live-in student population
2. Connect students with appropriate resources both on and off campus
3. Assist with the planning and implementation of Community Assistant training and programming.
4. Maintain regular office hours.
5. Assist with Residence Life initiatives.
6. Promote Living and Learning communities
7. Assist with opening and closing of the residence halls.
8. Weekend on-call duty
9. Other duties as assigned by the Director and Area Coordinators.

**Qualifications & Conditions of Employment**

Candidates for this position must have earned a bachelor's degree and be accepted into a graduate program. They must have basic computer skills, possess good interpersonal & organizational skills and have group facilitation experience. Previous student activity experience and membership in Residence Life is preferred. They must either attend courses at Clarion University in person on online or commute to graduate level classes at another institution.

Interested candidates must submit a resume, letter of interest and successfully interview. Appointments are made yearly and are evaluated for continuation. In addition to a favorable evaluation, this individual must maintain a cumulative GPA of 3.0 or higher and be a full time student taking at least nine (9) credit hours per fall and spring term. External employment during the contract period, while classes at Clarion University are in session, is prohibited. The anticipated start date is on or after August 1, 2020.

**About Student Engagement & Development**

Residence Life Services is an area, within The Division of Student Affairs at Clarion University that oversees services in the areas of the Residence Life, Housing, Dining, and Conference and Events.